

ANNOUNCEMENT

POSTED NOVEMBER 26, 2013

DDD is Soliciting Written Comments for the Second Public Comment Period Regarding the Proposed Changes to the Request for Qualified Vendor Applications # DDD 710000 and Qualified Vendor Agreements

The Arizona Department of Economic Security (“Department” or “ADES”)/Division of Developmental Disabilities (“Division” or “DDD”) proposes to amend its Request for Qualified Vendor Applications # DDD 710000 and its Qualified Vendor Agreement (“QVA”). The intended effect of this action is to add new provisions, clarify existing provisions, move provisions, and delete provisions. The proposed changes will be effective in 2014. This announcement and any list or summary of selected changes is not intended to be comprehensive; you are urged to read the entire proposed Amendment.

DATES

Written comments and opinions on the proposed changes will be accepted until 11:59 PM (M.S.T.) on January 3, 2014, and will be considered when the changes are to be made final.

SUBMISSION OF COMMENTS

The Department prefers that comments be submitted electronically through the DDD Contract Management Unit email box at DDDContractsManager@azdes.gov. However, you may submit comments, **identified by “Proposed Changes to RFQVA # DDD 710000”**, using any one of the following methods:

1. **Email:** DDDContractsManager@azdes.gov.
2. **Fax:** 602/542-8193
3. **Mail:** Contract Management Unit
Business Operations, Site Code 791A
Division of Developmental Disabilities
Arizona Department of Economic Security
PO Box 6123
Phoenix, AZ, 85005
4. **Hand Delivery:** Between 9 a.m. and 5 p.m., Monday through Friday (except State Holidays). The telephone number is 602/542-6874.

Contract Management Unit, 4th Floor Southwest
Business Operations
Division of Developmental Disabilities
Arizona Department of Economic Security
1789 West Jefferson Street
Phoenix, AZ, 85007

To avoid duplication, please use only one of these four methods.

Please include the following information about the Commenter in the submittal:

- First, Middle, and Last Name
- Mailing Address, including City, State, Postal Code
- Email Address
- Phone Number
- Fax Number
- Organization's Name

To ensure that comments are best understood, please reference the following information about **each** comment:

1. The section of the RFQVA (e.g., Section 5 – Service Requirements/Scope of Work);
2. Whether you are referring to the “**Tracked Changes View**” or the “**Proposed Final View**” version of the document;
3. The specific page number (e.g., Page 5-2);
4. The specific subsection (e.g., Section 5.1, Provider Qualifications); and
5. The specific subsection number (e.g., Section 5.1.10.2) or item number (Item II.A) being commented.

Here are some examples:

Section 5 – Service Requirements/Scope of Work

Tracked Changes View

Page 5-2

Section 5.1, Provider Qualifications

Section 5.1.10.2

Section 6 – DES/DDD Standard Terms and Conditions for Qualified Vendors

Proposed Final View

Page 6-9

Section 6.3.3, Audit

Section 6.3.3.2.1

Section 7 – Service Specifications – Attendant Care

Proposed Final View

Page 1

Service Requirement and Limitations

Section 5 or Item 5

Section 9 – Attachment F, Developmental Home Third-Party Agreement

Tracked Changes View

Page 3

The previous item II.P which has been struck

Persons with a disability may request a reasonable accommodation by contacting the DDD Contracts Manager. For TDD/TTY, please call through the Arizona Relay Service at 1-800-367-8939. Requests should be made as early as possible to allow time to arrange the accommodation.

FOR FURTHER INFORMATION CONTACT

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Business Operations
Division of Developmental Disabilities
Arizona Department of Economic Security
Tel: (602) 542-6874
Toll-Free: (866) 229-5553

SOME CHANGES FROM THE PREVIOUS POSTING

Section/Service	Proposed Changes that Have Been Removed
Section 5	The requirement for the Article 9 training class to be no less than 3 hours in length.
Section 5	The requirement for maintaining vehicle maintenance records for vehicles not owned or leased by the agency.
Section 6	The requirement to maintain not less than a 3 day supply of items during a self-sheltering emergency/disaster event.
Section 7	Service Specifications
<i>Attendant Care</i>	The statement “for children under the age of eighteen (18) years of age”.
<i>Attendant Care</i>	The Qualified Vendor to track whether the direct service staff is the court appointed guardian for the member being served.
<i>Center Based Employment</i>	The Qualified Vendor to provide Center Based Employment services at a ratio of no more than 1 direct service staff to 6 members.
<i>Center Based Employment</i>	The Qualified Vendor to maintain a ledger and documentation (e.g., receipts) that accounts for the expenditure of all member funds used.
<i>Day Treatment and Center Based Employment</i>	The Qualified Vendor to provide transportation to and from the day or employment program for any member needing transportation, when the member does not live in a licensed residential setting.
<i>Habilitation, Group Home</i>	The Qualified Vendor to provide personal sleeping accommodations that includes a bed and clean linens.
<i>Habilitation, Group Home</i>	The Qualified Vendor to make a reasonable accommodation (e.g., staff training, environmental modification).
<i>Transportation</i>	The Qualified Vendor to obtain prior consent when the member will not be transported by someone other than the scheduled driver.
Service/Section	Proposed Changes Being Reinstated
<i>Habilitation, Music Therapy</i>	Reinstating the service title to Habilitation, Music Therapy.
<i>Habilitation, Music Therapy</i>	Reinstating the requirement for the music therapist to complete an assessment.
Section 9 Attachment F	The Developmental Home Third Party Agreement is not being amended at this time.